



Filing a Marketer Refund Claim Manual Data Entry

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file Marketer Refund Claims by electronic means
- Easy Data entry or Data upload
- System does all calculations

Features

- Use one EPath account to claim refunds or file and pay taxes for multiple licenses for same owner
- Amend claims or returns online
- Review claims, returns, payments, outstanding returns, and account balances
- Make payments if any are due
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



EPath Help

ACCESS
EPATH HELP
FROM EVERY
SCREEN

Login >

Log in to your Account

Username: Password:

Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site.

This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

Main Menu >

File and Pay.

- ► File and Pay your Return 📵
- ▶ Upload Additional Documentation 6

Pay Outstanding Balance.

Payment Only 6

Select an account function to perform.

- ► Add/Edit User Accounts **①**
- **►** Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity <a>0
- ▶ View Pending Items ①

Amend a Return 1

- ► Change Profile **①**
- ▶ Add a License
- ► Renew your Alcohol Tax License
- ▶ View/Edit Pending Electronic Payments ①
- ▶ View Deleted Electronic Payments 6

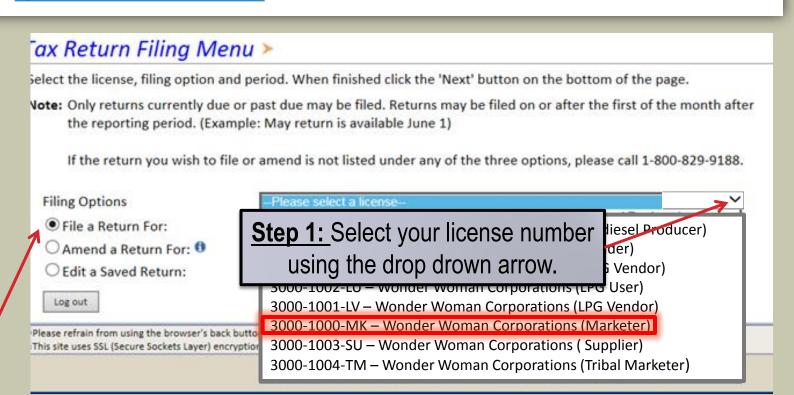
Main Menu 🕨

To reach the **Filing Menu** click here.

File and/or pay taxes.

- File or Amend Return/Payment 1
- Upload Additional Documentation ®

Payment Only ①



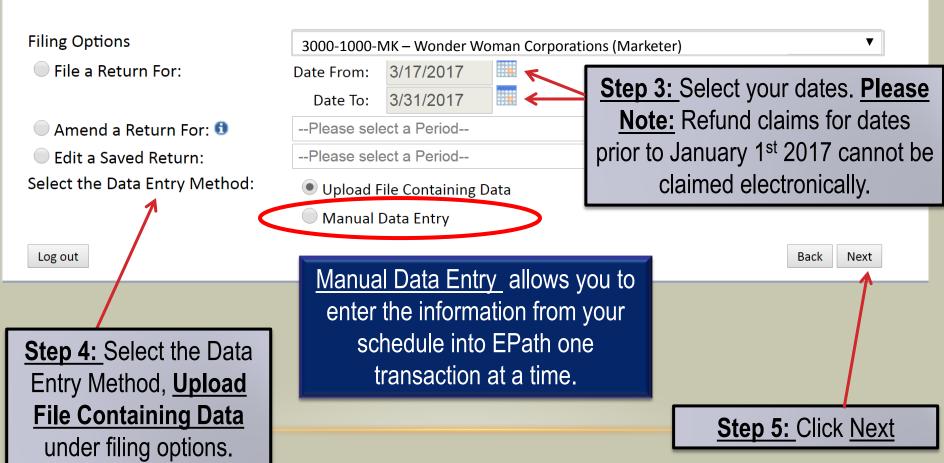
Step 2: Choose from Filing Options to file, amend, or edit claims

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



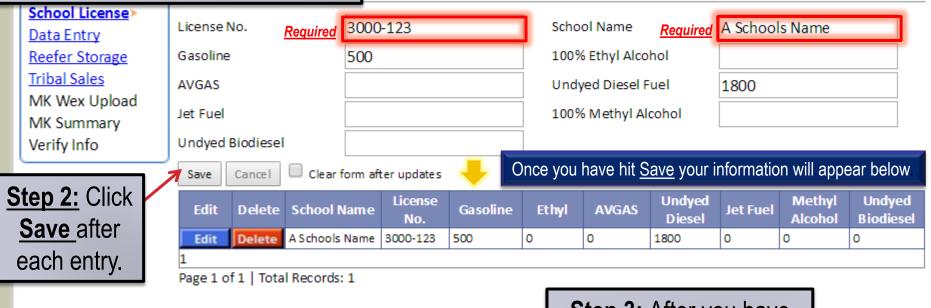
Example: Manual Data Entry

Indian School License's >

The first screen is where you will record data of sales of fuel sold in bulk to a location on a licensed Indian School's premises.

Step 1: Enter the information from your records into each box.

each listing in the fields provided below and click the 'Save' button to nay delete or edit records after they have been added. When done entering button to continue.



Save Schedule Information will save all of your data in an excel spreadsheet.

Save Schedule Information

Step 3: After you have recorded all of your entries or if you do not have any entries for this section click Next





Example: Manual Entry continued...

Please Note: All fields are required to be completed in this section.

The second screen is where you will record your sales to the US Government. These will be reported as a Schedule Type 8.

Marketer Refund Data Entry > FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK Enter the information for each listing in the fields provided below and click the 'Save' button to Main Menu add/edit the listing. You may delete or edit records after they have been added. When done entering Logout all listings click the 'Next' button to continue. School License Schedule Type Data Entry> Sold To Reefer Storage Product Type Tribal Sales Purchaser's FEIN Gross Gallons MK Wex Upload Date Shipped 📵 MK Summary Verify Info Cancel Clear form after updates Edit Delete Schedule Type Product Type Date Shipped Sold To Gross Gallons Page 1 of 1 | Total Records: 0 After you have recorded all of your entries or if you do not have any entries for this section click **Next.**

Back

Next

Reefer Storage Worksheet > FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK Enter the information for each listing in the fields provided below and click the 'Save' button to Main Menu add/edit the listing. You may delete or edit records after they have been added. When done entering Logout all listings click the 'Next' button to continue. School License Product Type ▼ Date Data Entry Reefer Storage> Gallons Undyed Fuel Sales Tax Remitted Tribal Sales MK Wex Upload Clear form after updates MK Summary Edit Delete Product Type Gallons Date Sales Tax Remitted IFTA Number Verify Info Page 1 of 1 | Total Records: 0 After you have recorded all of your entries or if you do

not have any entries for this section click **Next**.

The third screen is where you will record your sales of undyed diesel fuel dispensed in separate reefer storage for refrigeration use.



Example: Manual Entry continued....

Please Note: All fields are required to be completed in this section.

Tribal Sales Schedule >

FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK

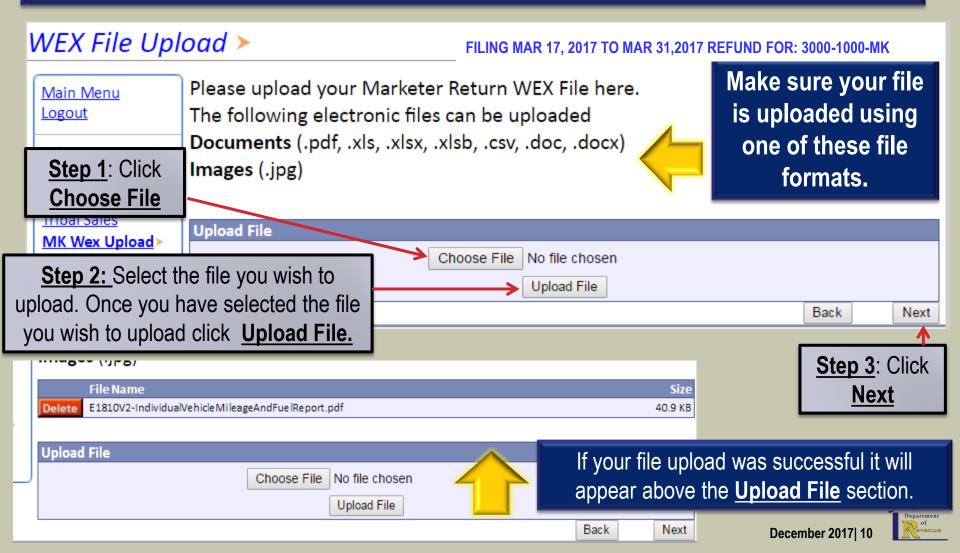
Main Menu Logout	Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.					
School License Data Entry Reefer Storage Tribal Sales MK Wex Upload MK Summary	Product Type Purchaser's Name Bulk Delivery Location Purchasers Tribal Code			Tribal Enrollment # Date Sold 1 Gallons Sold		
Verify Info	Save Cancel Clear form after updates Edit Delete Name Tribal Code Tribal # Product Type Deliv 1 Page 1 of 1 Total Records: 0		After you have recorded all of your entries or if you do not have any entries for this section click Next.			

This data entry screen is where you will record sales of fuel sold to an enrolled tribal member purchasing fuel in Indian country controlled by the members tribe, or an Indian tribe purchasing motor fuel or special fuel in Indian country controlled by the tribe will be uploaded under this section



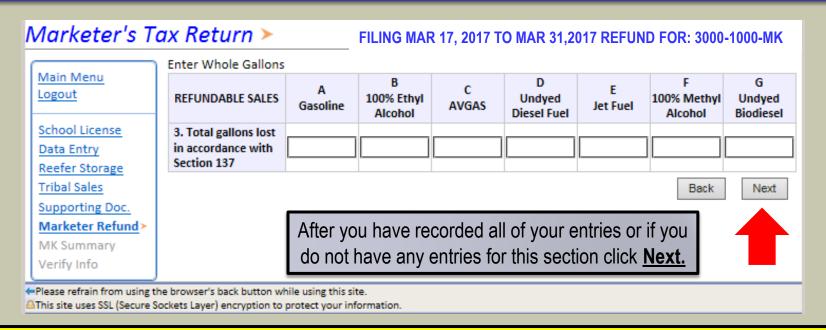
Example: Supporting Documentation File Upload

This screen allows you to upload copies of documentation to support your claim. Supporting documentation includes, but is not limited to: WEX statements, tax exempt statements, tax exempt spreadsheets or worksheets, and sales invoices



Example: Gallons Lost in Accordance with 10-47B-137

This final data entry screen is where you will record total gallons lost in accordance with SDCL 10-47B-137. A Marketer may collect a refund of fuel taxes paid on fuel lost by leakage or theft, or fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion.



<u>Please Note:</u> To qualify for this refund you must meet the following qualifications:

- 1. All Claims must be filed with the Department within 30 days after the loss is discovered.
- 2. For a refund of taxes on fuel lost by leakage or theft, the total gallons must exceed 500 gallons.
- 3. For a refund of taxes on fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion, the total gallons must exceed 100 gallons

Marketer's Tax Return Summary

TIP: Always remember to review your entries before continuing on in the process.

Marketer's Tax Return Summary >

Main Menu Logout

School License

Data Entry

Reefer Storage

Tribal Sales

MK Wex Upload

MK Summary >

Verify Info

Please verify that the return information is correct. If the return is incorrect please click the
'Back' button to return to the previous page.

2017 TO MAR 31 2017 REFLIND FOR: 3000-1000-MK

FILING WAR 17, 2017 TO WAR 31,2017 REFUND FOR. 3000-1000-WIK							
REFUNDABLE SALES	Α	В					
REFUNDABLE SALES	Gasoline	100% Ethyl Alcohol					
2. Total gallons of fuel sold in bulk to indian school premises.		0					
3. Total Gallons sold to US Government	0	0					
4. Total Gallons of taxed undyed diesel fuel dispensed into reefer storage							
5. Total gallons of fuel sold to an enrolled tribal member		0					
REFUNDABLE SALES							
6. Subtotal all gallons -Add Lines 2, 3, 4, and 5		0					
7. Tax Rates		\$0.14					
8. Total taxes eligible for refund -Multiply Line 6 by Line 7		\$0.00					
9. Total Refund Claim Amount -Add Columns A through G on Line 8		\$644.00					
4			•				



View Printer Friendly Version

Your Total Refund Amount is \$644.00

Back

Click Next

Click <u>View Printer Friendly Version</u> to print your return.



Next

Example: Gallons Lost in Accordance with 10-47B-137

Please Note: If you did not have any entries for gallons lost in accordance with Section 137 (Slide 11) you will not reach this screen.

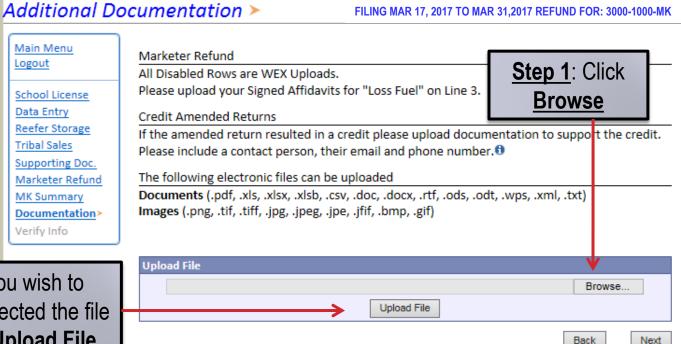
This screen allows you to upload copies of documentation to support your claim for the entries reported in accordance with Section 137(Slide 11). Supporting documentation includes, but is not limited to: insurance reports, police reports, Bills-of-lading, and invoices.

The Affidavit of Loss of Taxable fuel MUST BE

COMPLETED,

NOTARIZED, AND

uploaded along with any necessary documentation to support your claim.



Step 2: Select the file you wish to upload. Once you have selected the file you wish to upload click **Upload File.**

To access the Affidavit of Loss of Taxable fuel please visit: http://dor.sd.gov/Motor_Vehicles/Motor_Fuel/Forms.aspx



December 2017 | 13



Verify Information >

Main Menu Logout

School License

Data Entry
Reefer Storage
Tribal Sales
MK Wex Upload
MK Summary

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:

Name:

3000-1000-MK

WONDER WOMAN CORPORATIONS

File Code:

Required Calendar Monthly

Period: 3/17/2017 To 3/31/2017

Return Due Date: N/A

Return Type: MK - Original

Refund Amount: \$644.00

Interest/Penalty: N/A

Total Refund: \$644.00

Payment Type:

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password:

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Back

Submit.



Confirmation Information >

Confirmation

Confirmation Number: 116350941694570878

Date Submitted: Mar 27, 2017 4:35 PM

Return

License: 3000-1000-MK

Period: 03/2017

Return Type: MK - Original
Return Due Date: Jan 27, 2017

Total Amount Due: \$644.00

View/Print Full Return

Print

Main Menu

Please Note: You will
NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: <u>sdmotorfuel@state.sd.us</u>